



Social Security Number Usage Request

As per the Social Security Number Usage Policy, policy number 04.75.11, and Social Security Number Usage Procedures, policy number 04.75.12, I am requesting permission to use and store the Social Security number of Temple-Related Individuals.

System Name: _____

Please state the law or practical necessity requiring usage and storage of the Social Security number:

I understand that Social Security numbers must be stored in an encrypted format as approved by the Vice President for Computer and Information Services. I will be using the following method to encrypt the Social Security number: _____

Requestor: _____ Department: _____

Signature: _____ Date: _____

Approval Signatures

Cognizant Vice President/Provost

Signature: _____ Date: _____

Vice President for Computer and Information Services

Signature: _____ Date: _____

Return completed form to Information Security, 7th Floor Conwell Hall or fax to 1-5656.